



Renewal Credit for License Renewal Form

**GROUP TRAININGS**

*Please submit sign-in sheets or other records of attendance with this form to Human Resources.*

Title of Activity: \_\_\_\_\_

Coordinator: \_\_\_\_\_

Sponsoring Agency/Department: \_\_\_\_\_

Dates of Activity—From: \_\_\_\_\_ To: \_\_\_\_\_

Contact Hours: (10 hrs. = 1 renewal credit) \_\_\_\_\_ Amount of Credit: \_\_\_\_\_

Content Credit: \_\_\_\_\_ Yes \_\_\_\_\_ No Amount of Credit to be applied towards Content: \_\_\_\_\_

Literacy Credit: \_\_\_\_\_ Yes \_\_\_\_\_ No Amount of Credit to be applied towards Literacy: \_\_\_\_\_

Sch. Adm. Credit: \_\_\_\_\_ Yes \_\_\_\_\_ No Amount of Credit to be applied towards Sch. Adm.: \_\_\_\_\_

Technology Credit: \_\_\_\_\_ Yes \_\_\_\_\_ No Amount of Credit to be applied towards Technology: \_\_\_\_\_

High Quality Staff Development: \_\_\_\_\_ Yes \_\_\_\_\_ No

I hereby certify that the attached list of participants attended the above conference, workshop, or training.

\_\_\_\_\_  
COORDINATOR'S SIGNATURE

\_\_\_\_\_  
DATE

*Please Note: This form and the accompanying sign-in sheet(s) take the place of the individual  
Renewal Credit forms and certificates for group trainings.*

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**HUMAN RESOURCES OFFICE USE ONLY**

\_\_\_\_\_ Approval of Credit

\_\_\_\_\_ Denial of Credit

Reason: \_\_\_\_\_

I certify that the participants named have met North Carolina State and Local Education Agency requirements for credit toward license renewal.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Chief HR Officer or Designee

**Due to Central Office no later than 5 days following the completion of the approved workshop, conference, or training.  
Credits will be posted within 3-5 days of receipt of completed form and attached certificate.**